

Escuela Éxitos ENROLLMENT AND ADMISSION POLICY

I. PURPOSE

Escuela Éxitos considers itself a Choice School and as such will follow the Admission Requirements and Enrollment Options established by Minn. Stat. § 124E.11. This policy is to set forth the application and exclusion procedures used by the school in making said determination.

II. GENERAL STATEMENT OF POLICY

- 1) Escuela Éxitos, including its preschool or prekindergarten program established under section 124E.06, subdivision 3, paragraph (b), may limit admission to:
 - a. pupils within an age group or grade level;
- 2) Escuela Éxitos, including its preschool or prekindergarten program established under section 124E.06, subdivision 3, paragraph (b), shall enroll an eligible pupil who submits a timely application, unless the number of applications exceeds the capacity of a program, class, grade level, or building. In this case, pupils must be accepted by lottery. The charter school must develop and publish, including on its website, a lottery policy and process that it must use when accepting pupils by lot.
- 3) Escuela Éxitos shall give enrollment preference to a sibling of an enrolled pupil and to a foster child of that pupil's parents and then shall give preference for enrolling children of the school's staff before accepting other pupils by lot.
- 4) A person shall not be admitted to Escuela Éxitos (1) as a kindergarten pupil, unless the pupil is at least five years of age on September 1 of the calendar year in which the school year for which the pupil seeks admission commences; or (2) as a first grade student, unless the pupil is at least six years of age on September 1 of the calendar year in which the school year for which the pupil seeks admission commences or has completed kindergarten.
- 5) Escuela Éxitos, including will not limit admission to pupils on the basis of intellectual ability, measures of achievement or aptitude, or athletic ability and may not establish any criteria or requirements for admission that are inconsistent with Charter School Law.
- 6) Escuela Éxitos shall not distribute any services or goods of value to students, parents, or guardians as an inducement, term, or condition of enrolling a student in a charter school.
- 7) Once a student is enrolled in the school, the student is considered enrolled in the school until the student formally withdraws or is expelled under the Pupil Fair Dismissal Act in sections 121A.40 to 121A.56.

Legal References:

Minn. Stat. § 124E.06, Subd. 3 (Forming a School Requirements)

Minn. Stat. § 124E.11 (Admission Requirements and Enrollment)

Minn. Stat. § 121A.40-121A.56 (The Pupil Fair Dismissal Act)

LOTTERY POLICY

Applications for Enrollment will be accepted from December fifteenth through the 2nd Friday in February for each year (completing this form does not guarantee enrollment). If applications exceed available seats, a lottery will take place and all applications received on or by this date will be placed on the “Eligible to Enroll List.” Applications received after this date will be placed on a waiting list (in the order received) after the lottery is complete.

If a lottery needs to take place (due to applications exceeding available seats) it will be held at 4:00 p.m. on the Wednesday following the 2nd Friday in February (the application deadline). The result of the lottery determines who receives the available spots as well as the order of the waiting list. Parents of the students accepted under the lottery will be notified by no later than 4:00 p.m. on the Monday following the lottery. If the name of a twin is drawn, the sibling will automatically follow. If a twin is drawn for the last available space, the sibling will be first on the wait list. The deadline for all families accepted to commit by completing a full registration packet will be March 15th.

Event	Calendar
Enrollment Open Period	Dec. 15 – 2 nd Friday in February
Waitlist Begins	Day after 2 nd Friday in February
Lottery Day & Time (if needed)	4 p.m. Wednesday following the 2 nd Friday in February
Notice of acceptance	4 p.m. Monday following the lottery
Assign waitlist # to non-winning lottery families	End of February
Deadline to commit by completing full application	March 15
Start filling openings from waitlist	March 16

Families on the wait list will be given their respective waiting list number by the end of February. They will have the opportunity to earn a spot if a family declines their opportunity to enroll or if a family fails to complete a full registration packet by March 15th. After the enrollment lottery, names will continue to be added to the bottom of the waiting list, in the order they are received. Should an opening occur, Escuela Éxitos will consider all preferences as stated above. We will then contact the next person on our waiting list and due so subsequently until the position is filled. Confirmation of desire to enroll must be made by the student's' parent/legal guardian within 48 hours of notice by completing a full registration packet. This process will continue until the opening has been filled.

Per MN state law, applications cannot be held from year to year; therefore, any applications received after September 1st of each year will not be considered and a new application would be required once the application window opens during the following school year. Enrollment shall continue if seats remain unfilled.

Escuela Éxitos shall be open to any child who is eligible under the laws of the State of Minnesota for admission to a public school. Escuela Éxitos shall ensure compliance with all applicable anti-discrimination laws governing public schools, including Minnesota Statute 124E.11. Escuela Éxitos welcomes students of any race, color, creed, religion, national or ethnic origin, disability, and status with regard to public assistance, sex, and sexual orientation.

Adopted and Board Approved
12-10-2019

By: _____
Sam Pfeifer (Board Chair)

Amended and Board Approved
4-14-2021

Date: _____